

**CNMI CIVIL SERVICE COMMISSION
REGULAR MEETING
APRIL 16, 20, 23, 2020
ZOOM VIDEO CONFERENCE**

I. PRELIMINARIES

a. Call Meeting to Order

On April 16, 2020, Commissioner Valerie Q. Apatang called the meeting to order at 9:30 a.m.

Acting Chairperson asked to be excused in the morning due to another meeting with the Governor

b. Roll Call

Members Present

Raymond M. Muña, Acting Chairperson
Felicitas “Tee” P. Abraham, Member
Jake Maratita, Member
Valerie Q. Apatang, Member
Berthillia C. John, Member
Bernadita C. Palacios, Member

Members Absent

Catalina L. Tebit, Chairperson (excused)

Six (6) members present, there is a quorum.

Others present:

Teresa Borja, CSC Executive Assistant
Joseph Pangelinan, Chief of EDS

c. Review and Adoption of Agenda

Moved by:	Commission Abraham	Seconded by:	Commission Palacios
Discussion: The Commission review and add item (f) under new business, CSC/OPM Furlough List and (g) Temporary Furlough – Executive Secretary			
ACTION NO. 2020.05.001: <i>Motion to adopt meeting agenda to add item c., under new business, CSC/OPM furlough list and (g) Temporary Furlough – Executive Secretary was approved by six (6) votes.</i>			

d. Review and Adoption of Minutes

No minutes adopted.

II. PUBLIC COMMENT

No public comments.

III. REPORTS

- Chairperson – Chairperson collaborated with Mr. Pangelinan and Director on furlough matters. Chairperson is asking that we come together to assist employees who will be affected. He advocated with furthering education through the Northern Marianas College. He also brought up the concerns of the Director’s absence in the Commission meetings. Director’s absence has been habitual. Director also asked the Commission on assistance with HR consultant. Chairperson is concern of Director’s lack of knowledge of the regulations.
- Director – Mr. Pangelinan reported on behalf of the Director. The Director asked him to attend this meeting. Mr. Pangelinan mentioned that even with the period of furlough, the Director hardly meets with the Chiefs of OPM. Director only meets with Franny. All letters from Saipan have been submitted to Keko – the Special Assistant of Administration, except for Joeten Kiyu Public Library. Mr. Pangelinan also mentioned that the Director gave three (3) options on furlough: Option one (1): Keep Director, Chiefs, and Financial person, option two (2): keep Director and Chiefs only, and option three (3): keep Director and Chiefs, except for Mr. Pangelinan. During the Director’s reporting, the Commission voiced out their frustration with the Director’s management. Due to sensitive matters, this was discussed further in executive session.
- Executive Assistant (EA) – EA reported that there was an April 9th Status Conference held for Case No. CSC-18-004 Norita v. DFEMS. The hearing is set for July and both parties will need to re-submit briefs by June. If there is going to be a settlement this will be discussed between the two parties and will be informing the Commission on their decision. Commissioner Abraham brought up the concern of reclassifying Mrs. Mangarero to the appropriate job title. EA stated that the currently we cannot reclassify the position because we are under austerity measures. Once the austerity measures is lifted; Mrs. Mangeraro will be placed at the appropriate job title.
- Committee – No report presented.

IV. COMMUNICATIONS

No communications presented.

V. OLD BUSINESS

No items under old business.

VI. NEW BUSINESS

a. Election of Officers

Moved by:	Commissioner Abraham	Seconded by:	Commissioner John
Discussion: The Commission had elected the following officers for 2020 -- Chairperson: Raymond M. Muña, Vice Chairperson: Bernadita C. Palacios, Secretary Valerie Q. Apatang, Fiscal & Budget Officer: Jake Maratita, and Members: Felicitas P. Abraham, Catalina L. Tebit, and Berthillia C. John.			
ACTION NO. 2020.05.002: <i>Motion to adopt the Election of Officers and approved by six (6) votes.</i>			

- b. Director’s Quarterly Report – 1st Quarter – No report from the Director. EA and the Chairperson followed up but there was no response. This item is *Tabled*.

- c. Performance Evaluation – Director of Personnel – The Commission will be meeting with the Director to discuss his evaluation. This item is *Tabled*.
- d. Performance Evaluation – Executive Assistant – This item is *Tabled*.
- e. Performance Evaluation – Civil Service Commission – This item is *Tabled*.
- f. CSC/OPM – Furlough List

Discussion: The CSC/OPM furlough list was forwarded via e-mail for Commission's review and information.
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- g. Temporary Furlough – Executive Secretary

Moved by: Commissioner Abraham	Seconded by: Commissioner Palacios
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Discussion: The Commission concurred the Chairperson's decision on the temporary furlough list – Executive Secretary.
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ACTION NO. 2020.05.003:

Motion to place the Executive Secretary position on furlough and approved by six (6) votes

VII. EXECUTIVE SESSION

On April 16, 2020, the Commission entered Executive Session at 12:50 p.m. to 2:29 p.m. to discuss sensitive personnel matters.

On April 20, 2020, the Commission entered Executive Session at 2:00 p.m. to 3:20 p.m. discuss sensitive personnel matters.

On April 23, 2020, the Commission entered Executive Session at 2:30 p.m. to 2:40 p.m. discuss sensitive personnel matters.

VIII. MISCELLANEOUS/ANNOUNCEMENT

- a. Leave for COVID-19 – Commissioner Abraham mentioned a concern that was brought up to her attention. Two (2) employees applied for sick leave, travelled off-island for treatment, and because of this pandemic they were not able to return home. They were told that the administrative leave used for COVID-19 was not applicable to them. Mr. Pangelinan clarified that it should be applicable to them because it is due to this pandemic and that flights were suspended by the Government; they are not able to return after treatment. Commissioner Abraham will be responding to the two (2) employees on their concerns.

IX. ADJOURNMENT

On April 16, 2020, Acting Chairperson recess the meeting at 2:35 p.m.

On April 20, 2020, Acting Chairperson recess the meeting at 3:26 p.m.

On April 23, 2020, Acting Chairperson adjourn the meeting at 3:14 p.m.

PREPARED BY:



Teresa Borja
CSC Executive Assistant

JUNE 24, 2020

Date

CERTIFIED BY:

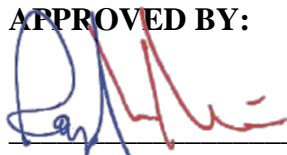


Valerie Q. Apatang
CSC Secretary

JUNE 29, 2020

Date

APPROVED BY:



Raymond M. Muña
CSC Chairperson

JUNE 29, 2020

Date